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**TO: W-2 Agencies
Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
Workforce Development Boards
Job Center Leads and Managers**

FROM: Janice Peters
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Bureau of Wisconsin Works
Division of Workforce Solutions

DWS OPERATIONS MEMO

No: 06- 22

DATE: 05/22/2006

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other EP	<input type="checkbox"/>		

PRIORITY: HIGH

**SUBJECT: NEW CASE MANAGEMENT CARES CODE FOR THE UNSUBSIDIZED
EMPLOYMENT RUNG OF THE W-2 LADDER**

CROSS REFERENCE: Operations Memo 06-20 *Wisconsin Works (W-2) Move
Placements Project – Conversion Process*

Administrator's Memo 06-05 *Wisconsin Works Move Placements
Project*

EFFECTIVE DATE: June 5, 2006

PURPOSE

The purpose of this memo is to introduce CMD, which is a new CARES code identifying a case management placement type that has been added to the Unsubsidized Employment rung of the W-2 ladder under the Move Placements project.

BACKGROUND

In April 2004, the Division of Workforce Solutions issued new policy requiring a CMS placement

for participants who have exhausted their time limits. The policy, which was included in Operations Memo 04-20, required FEPS to offer a participant, who was denied or declined an initial or subsequent extension, the CMS placement upon expiration of the participant's time limit or extension period.

Traditionally, the CMS placement was meant for those participants who were determined ready for immediate unsubsidized employment. However, it was believed that some individuals, although not eligible for or declining a time limit extension, would benefit from continued case management services. Therefore, the policy instructed FEPs to offer placement in CMS.

NEW POLICY

EXTENSION DENIALS OR DECLINATIONS AND CMD PLACEMENT

Effective June 5, 2006, FEPs are required to offer a participant who was denied or declined an initial or subsequent extension, the CMD placement upon expiration of the participant's time limit or extension period. The participant must still meet W-2 financial eligibility criteria outlined in [Chapter 3](#) of the W-2 Manual and all non-financial eligibility criteria outlined in [Chapter 2](#) of the W-2 Manual, with the exception of the 60-month time limit, in order to be eligible for the CMD placement.

In addition, participants are no longer required to complete the *W-2 Case Management Services (CMS) Agreement* form [DWSW-13269](#) with CMD participants. Rather, the W-2 Time Limit Record (DWSW-1661) has been updated to reflect this policy.

CMD CASE MANAGEMENT

FEPs must meet with CMD participants weekly and the CMD participants must have their placements reviewed once every 30 days. It is expected that this meeting is a face-to-face meeting with the participant, whether it be at the W-2 agency or some other agreed upon location. This does not imply that FEPs should automatically place CMD participants in a W-2 cash placement at the end of 30 days, but rather that the FEP must reassess the case and review the factors that exist that are preventing the participant from obtaining employment and to reassess time limit extension eligibility.

Services provided to a CMD participant will depend largely upon the reason for the extension denial or the reason the participant declined an extension and the placement the individual was in at the time of the denial or declination.

W-2 Transition (W-2 T) participants who were denied an extension due to no significant barriers (NSB denial code) would likely be placed in a Community Service Job (CSJ) subsequent to the W-2 T, so CMD would not be the likely placement for these individuals.

W-2 T, CSJ or Trial Job (TJ) participants who were denied an extension due to nonparticipation [NPA (W-2 T), NAE (CSJ/TJ) denial codes] would likely be assigned to activities similar to what was assigned while in the placement. If the individual has participated, at the 30 day reassessment point, the agency can reassess the individual for an extension.

CSJ or TJ participants denied an extension due to job availability in the local labor market (LLM denial code) should be placed in CMS rather than CMD because the individual should be ready

for unsubsidized employment if this were the case. In order to be placed in CMS, the individual would have to meet the four CMS characteristics outlined in Chapter 7 of the W-2 Manual.

UPDATED FORMS

Both the *W-2 Agency Time Limit Extension Record* (DWSW-11661) and the *W-2 Case Management Services Agreement* (DWSW- 13269) forms have been updated to reflect the change in policy. It is no longer necessary for participants who are denied or who decline an extension to sign DWSW-13269. Language has been added to DWSW-11661 to appropriately inform the participant of what services are available under CMD, what case management to expect, and the right to file a fact finding for both the extension decision and the placement in CMD. See attached DWSW-11661.

CARES INSTRUCTIONS

WPWW will allow a Placement Begin Date of up to 10 calendar days in the future for all CMD placements as long as CMD is not the initial placement in a W-2 episode.

AGENCY ACTION

By June 30, 2006, review all CMS cases, determine which existing CMS cases are more appropriate for CMD and change the placement from CMS to CMD when appropriate. The best source for identifying these CMS to CMD cases would be *DWSCDW-RP740P – W-2 Placement and Activities Report – CMS Placements*, which is an existing monitoring report found in the Monitoring Reports W-2 & FSET folder.

CONTACTS

For Policy Related Questions: BW-2 Regional Office Staff

For CARES Processing Questions: BHCE CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.